

**BY ORDER OF THE COMMANDER  
446TH AIRLIFT WING (AFRC)**

**446TH AIRLIFT WING (AFRC)  
INSTRUCTION 31-401**

**4 MARCH 1996**



***Security***

**MANAGING THE INFORMATION SECURITY  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 31-4, *Information Security Program*. It establishes policies and procedures pertaining to challenges to classification, storing, destroying, reproduction, and emergency protection and/or removal of classified materials within the 446th Airlift Wing. It applies to all personnel assigned to the 446 AW.

***SUMMARY OF REVISIONS***

This is the initial publication of 446 AWI 31-401, revising 446 AWR 205-1. It updates and clarifies previous guidance. It also realigns the format in accordance with AFI 37-160V1.

**1. Responsibilities:**

1.1. The Wing Commander will:

1.1.1. Designate on the McChord AFB Form 42, **Security Designation and Authorizations**, a primary and alternate wing security manager.

1.1.2. Designate, in writing, inspector personnel who are authorized to conduct administrative and personnel security inspections.

1.2. The Group/Squadron/Flight Commander will:

1.2.1. Designate on McChord AFB Form 42, a primary and alternate group/squadron/flight security manager.

1.2.2. Ensure a positive unit security program is established and conducted to applicable directives.

1.3. The Wing Security Manager/Alternate will:

- 1.3.1. Schedule and conduct quarterly security manager meetings.
- 1.3.2. Attend base security manager meetings.
- 1.3.3. Maintain, monitor, and utilize the Automated Security Clearance Approval System (ASCAS) roster.
- 1.3.4. Maintain a current list of safe custodians and locations of safes.
- 1.3.5. Be the point of contact during a base-wide restricted area badge reissue.
- 1.3.6. Develop an annual training plan.
- 1.4. The Group/Squadron/Flight Security Manager will:
  - 1.4.1. Comply with all directives of higher headquarters regarding the unit security program.
  - 1.4.2. Be prepared to meet with the inspection and/or SAV team to verify a positive security program.
  - 1.4.3. Ensure initial training and quarterly briefings are presented to all unit personnel to achieve the objective of the security education program.
  - 1.4.4. Periodically brief the group/squadron/flight commander as to the status of the security program.
  - 1.4.5. Ensure semiannual security self-inspections are conducted by someone other than the primary or alternate security manager.
  - 1.4.6. Develop an operating instruction to include at least the following: classified challenges, removal of classified during non-duty hours, reproduction of classified, dissemination of classified, and training.

**2. Classified Challenges.** Challenges should be discussed when there is substantial reason to believe that the information is classified improperly or that an overly restrictive period for continued classification has been assigned.

- 2.1. The Wing Security Manager/Alternate will:
  - 2.1.1. Record all challenges and preserve the anonymity of the challenger.
  - 2.1.2. Ensure that challenges clearly identify the information.
  - 2.1.3. Consult all individuals with a functional interest and make recommendations to the classifier or the official who exercised derivative classification authority.
- 2.2. Challenges must be acted on within 15 working days.

### **3. Storing Classified Materials:**

- 3.1. Top Secret material will not be stored or maintained in this wing.
- 3.2. Weapons, medical items, controlled drugs, money, precious metals, etc., will not be stored in a designated classified safe.
- 3.3. Each item within a safe will be marked with the highest classification level within that item. If a document is within an envelope, the envelope will have the proper markings.

**4. Destruction of Classified Materials:**

- 4.1. Each unit is authorized to destroy classified material within its functional area.
- 4.2. The following procedures will be used when classified material needs to be destroyed.
  - 4.2.1. Verify that each item marked for destruction needs to be destroyed.
  - 4.2.2. Only destroy material that has been verified as needing destruction.
  - 4.2.3. Destroy classified material as needed.
  - 4.2.4. Notify the wing security manager if a possible inadvertent destruction has taken place.
- 4.3. The following areas are identified as destruction locations:
  - 4.3.1. Wing Intelligence, Bldg 1207, Room 14.
  - 4.3.2. 62d Airlift Wing Command Post, Bldg 1172, basement.

**5. Reproduction of Classified Materials:**

- 5.1. The only copy machine authorized for classified reproduction is located in the information management office, Bldg 1205.
- 5.2. Copies will only be reproduced in the presence of an individual from the information management staff.
- 5.3. Any unauthorized reproduction will be considered a security violation.
- 5.4. The incumbents of the following positions are authorized to approve reproduction of confidential and secret material for which reproduction limitations have not been imposed:
  - 5.4.1. Wing Commander
  - 5.4.2. Vice Commander
  - 5.4.3. Operations Group Commander/Deputy
  - 5.4.4. Medical Group Commander
  - 5.4.5. Support Group Commander/Deputy
  - 5.4.6. Logistics Group Commander/Deputy
  - 5.4.7. Mission Support Squadron Commander
- 5.5. These officials will be designed on the 446 AW Command Section's McChord AFB Form 42. A letter signed by one of the above incumbents stating the number of copies authorized will be presented to the information management office.
- 5.6. Top secret material will not be reproduced within the wing.

**6. Emergency Protection/Removal of Classified Materials:**

- 6.1. Protection in the Event of Enemy or Terrorist Attack:
  - 6.1.1. Upon appropriate notification, all personnel will return to their place of duty. All classified material will be immediately returned to the proper security container. Designated individuals or other available personnel will conduct an area check that all classified material has been accounted

for and properly stored. Each container will be locked and the SF Form 702, **Security Container Check Sheet**, signed off.

6.1.2. Upon completion of the above actions, all key commander personnel to include the wing security manager will be notified of security status.

6.2. Protection in the event of fire or Natural Disaster:

6.2.1. In the event of fire in any wing building containing classified material or containers, personnel will perform required actions within their capabilities to ensure all classified materials and containers are secured.

6.2.2. In the event that an earthquake, volcano eruption, or other natural disaster strikes this area, every effort will be made by available personnel to secure all classified material in an appropriate container. For this purpose, each container must have a mail bag to secure classified material in the event the container is rendered inoperable.

6.3. Emergency Removal:

6.3.1. Removal of classified material to a dispersal area will be directed by the wing commander or his designated representative. Removal by air or ground vehicle will be by the most likely means of transportation. Normally, removal will be performed only with sufficient advance notice of an actual emergency.

6.3.2. If evacuation is directed, an armed guard will escort the classified material. The armed guard will consist of at least one officer with a Top Secret or Secret clearance, as applicable. This guard may be augmented by one or more officers and/or enlisted personnel. These personnel may be drawn from wing resources at the discretion of the wing commander.

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Commander